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Report for Week Ending 25 May 1959
FROM
RECORDS CENTER

During the week the following accessions were made:

OCR	379 cu ft
OCI	8 " "
DD/P	154 " "
OPERATIONS	6 " "
COMPTROLLER	70 " "
Sub-Total:	<u>617 cu ft</u>
Finished Intelligence	163 " "
Total :	<u>780 cu ft</u>

Map Negatives	1,512 cu ft
Records Holdings	31,034 " "
Distribution Material Holdings	<u>13,178 " "</u>
Total :	<u>45,724 cu ft</u>

Distribution Material Disposed of at Center	33 cu ft
Distribution Material Transferred from Center	17 " "
Records Disposed of at Center	0
Records Transferred from Center	<u>283 " "</u>
Total :	<u>333 cu ft</u>

Accessioning and Disposal

- ✓ One hundred forty-five assembled Records Center containers were furnished to Records Center customers. To date 4,558 assembled containers have been furnished.
- ✓ To date the Records Center has received 1,085 maps from the Map Library/ORR. These maps are occupying 623 cubic feet of shelving space.
- ✓ Thirty-seven boxes of Finished Intelligence were pulled and the copies reduced. Fourteen cubic feet were gained, seven cubic feet were destroyed and seven cubic feet transferred. To date thirty-seven cubic feet have been destroyed and forty-six cubic feet gained by consolidation.
- ✓ During the week fifty-six cubic feet were destroyed, leaving an accumulation of 725 cubic feet in the disposal area.

The merging of the Intellofax Cards has been completed and all of the new job has been sent to the Records Center (59-600). The new job consists of 348 cubic feet which is a net gain of 65 cubic feet.

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Reference

The following outstanding requests were filled:

690 copies of NIS [redacted]
382 copies of NIS sent to State, Army, and Navy
1,647 maps sent to ORR Map Library
151 medical folders sent to Medical Office

25X1

25X1

[redacted] O/P were at the Center on 5-25-59 to review the historical records from their office.

25X1

[redacted] Historical Staff used the Center's search room on 5-26-59. He was interested in locating certain records from the Office of Personnel. With the aid of Records Center personnel, he located the material for which he was searching.

Visitors

25X1

[redacted]

DD/CO

DD/S

[redacted]

ORR

[redacted]

OP

25X1

25X1

[redacted]

25X1

Chief, Records Center

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